

**STATE ASSESSORS BOARD
2007-2008 RENEWAL PROGRAM
INSTRUCTION/VENUE REQUEST**

To receive approval for a venue and an instructor for a 2007-2008 certification renewal session—and to ensure that those attending a renewal session receive renewal credit—complete this form and fax it or mail it to the State Assessors Board. The fax number is 517-241-3583. The mailing address is PO Box 30471, Lansing, Michigan 48909-7971. **No instructor stipends will be paid unless prior approval has been given for the session by the Executive Secretary of the State Assessors Board.**

Requested location (include the name of the facility, street address, city name, etc.):

Name of requested instructor: _____

Name of contact person for the renewal session (i.e., the party who will be making local arrangements for the session): _____

Phone number of contact person: _____

Email address of contact person: _____

Number of assessing officers expected to attend the renewal session: _____

Will text materials, etc. for the renewal session be printed locally or is it requested that copies be mailed to the hosting party? _____

Date and time of day for requested session: _____

**NOTE: THIS REQUEST MUST BE SUBMITTED AT LEAST THREE WEEKS
BEFORE THE REQUESTED RENEWAL SESSION WILL OCCUR.**

State Assessors Board use only below this line

Approved: _____ Date: _____